

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: Computer Support Person	CLASSIFICATION CODE:
	SALARY RANGE: \$29,261 - \$30,677	REFERENCE POSITION NO.: 2240-10000
	Department or Agency Name Attorney General	APPLICATION PERIOD: 12/29/04 - 1/12/05
	Division/Section/Unit	*No three day grace period*
	Assignment(s) / Comments	
	Shift and Days: Monday thru Friday (9:00 am - 5:00 pm)	Job Location: 150 South Main Street, Providence
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>X</u> _____
	Name of Bargaining Unit Union:	
	There is _____ is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	The Department of Attorney General is seeking an individual to work in the Information Technology Unit. Duties and responsibilities include performing repairs, maintenance and troubleshooting on network personal computers, printers and applications.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	EDUCATION/EXPERIENCE: The successful applicant will have experience in supporting the Microsoft Office Suite, as well as LAN and PC troubleshooting skills. Experience in web page maintenance is required; Dreamweaver experience is helpful. The applicant will also be required to learn skills to administer an Audix based phone system. This position requires the ability to interact with other staff at all levels of the agency, an ability to work under pressure. Good organizational and time management skills are a must. This position will require the applicant to be on emergency call approximately one weekend per month.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Aida Crosson, Director of Personnel R.I. Department of the Attorney General 150 South Main Street Providence, RI 02903	Telephone #: (401) 274-4400 Fax #: (401) 222-2731 TTY/TDD #: (401) 453-0410 (Telecommunication Device for the Deaf)



CORRESPONDENCE ONLY

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER